Lesson: Lesson 5: Adding Tables to Slides

Multiple Choice

1. Which of the following is *not* a way to insert a table on a PowerPoint slide?

a) Click the Insert Table icon in a content placeholder.

b) Drag over a grid to select rows and columns.

c) Select from a list of Quick Tables.

d) Draw a table from scratch.

Ans: c

Difficulty: Medium

Section Ref: Creating Tables

2. Which dialog box allows you to specify how many columns and rows a new table will have?

a) Rows & Columns

b) Columns and Rows

c) Insert Table

d) Insert Cells

Ans: c

Difficulty: Easy

Link: Creating Tables

3. How can you tell when an Excel worksheet object is open for editing?

a) The object displays a light blue border.

b) The object is highlighted on the slide.

c) The object has a heavy hatched border.

d) Both b and c.

Ans: c

Difficulty: Medium

Section Ref: Inserting an Excel Worksheet

4. Which of the following actions creates a table on a PowerPoint slide that cannot be edited in Excel?

a) Copy Excel data and paste it using Paste Special.

b) Copy Excel data and paste it using the Paste button.

c) Import Excel data into a PowerPoint table.

d) Insert an Excel Table object on the slide.

Ans: b

Difficulty: Hard

Section Ref: Inserting an Excel Worksheet

5. What happens if you delete a column from a four-column table?

a) The table width stays the same and the remaining columns become wider.

b) The table width and the remaining columns are all reduced in size.

c) The table width is reduced and remaining columns stay the same width.

d) The table and the remaining columns all become wider.

Ans: c

Difficulty: Hard

Section Ref: Modifying Table Layout

6. How do you resize a row?

a) Double-click the row border.

b) Drag the row’s bottom border.

c) Right-click the row border.

d) Use the Row Size button.

Ans: b

Difficulty: Medium

Section Ref: Modifying Table Layout

7. What is the easiest way to ensure that all rows in a table are the same height?

a) Check the size of each row and then change row height to match others.

b) “Eyeball” each row’s height.

c) Use Distribute Rows.

d) Double-click each row border.

Ans: c

Difficulty: Medium

Section Ref: Modifying Table Layout

8. Normal, None, Narrow, and Wide are choices you can make on what gallery?

a) Cell Margins

b) Text Direction

c) Row Size

d) Column Size

Ans: a

Difficulty: Medium

Section Ref: Modifying Table Layout

9. Which of these options does *not* appear on the Delete button’s drop-down list?

a) Delete Columns

b) Delete Table

c) Delete Rows

d) All of the above appear on the list

Ans: b

Difficulty: Medium

Section Ref: Modifying Table Layout

10. You want to turn a blank column into a vertical bar at the left side of a table into which you will insert a stacked heading. To create the vertical bar, you would \_\_\_\_\_\_\_\_\_\_.

a) split the blank column’s cells

b) add a new blank column to the left

c) merge the blank column’s cells

d) distribute the columns

Ans: c

Difficulty: Medium

Section Ref: Modifying Table Layout

11. The chief reason to adjust cell margins is to \_\_\_\_\_\_\_\_\_\_.

a) make a table larger

b) fit more text in columns and rows

c) make a table smaller

d) allow for a larger font size

Ans: b

Difficulty: Medium

Section Ref: Modifying Table Layout

12. Which of these alignment options should you use if your column headings have differing numbers of lines?

a) Align Text Left

b) Align Top

c) Align Center

d) Align Bottom

Ans: d

Difficulty: Hard

Section Ref: Formatting Tables

13. Which option turns text on its left side so that you can read it from bottom to top?

a) Stacked

b) Rotate all text 90°

c) Rotate all text 270°

d) Rotate all text 45°

Ans: c

Difficulty: Hard

Section Ref: Formatting Tables

14. Which of the following is *not* a category of Quick Styles in the Table Styles gallery?

a) Best Match for Document

b) Custom Styles

c) Medium

d) Dark

Ans: b

Difficulty: Medium

Section Ref: Formatting Tables

15. If you want every other column of a table to have shading, you would click the \_\_\_\_\_\_\_\_\_\_ check box.

a) Alternate Columns

b) Column Shading

c) Shade Alternate Columns

d) Banded Columns

Ans: d

Difficulty: Medium

Section Ref: Formatting Tables

16. To turn off the drawing pencil cursor after drawing a table, press \_\_\_\_\_\_\_.

a) Tab

b) Enter

c) Esc

d) Insert

Ans: c

Difficulty: Medium

Section Ref: Creating Tables

17. A(n) \_\_\_\_\_\_\_\_\_\_\_\_ Excel worksheet is stored within the PowerPoint presentation but can be edited using Excel's tools.

a) Linked

b) Copied

c) Embedded

d) Pasted

Ans: c

Difficulty: Medium

Section Ref: Inserting a Microsoft Excel Spreadsheet

18. An advantage of an Excel worksheet over a table is:

a) You can use formulas and functions

b) More formatting is available

c) It's easier to move and resize

d) None of the above

Ans: a

Difficulty: Medium

Section Ref: Inserting a Microsoft Excel Spreadsheet

19. When an Excel worksheet is \_\_\_\_\_\_\_\_\_\_, it is stored in a separate external file, and any changes made in that file are reflected in PowerPoint's copy.

a) Pasted

b) Embedded

c) Linked

d) Copied

Ans: c

Difficulty: Hard

Section Ref: Inserting a Microsoft Excel Spreadsheet

20. To add or remove rows or columns from a table, use the tools on the \_\_\_\_\_\_\_\_\_\_ tab.

a) Table Tools Layout

b) Table Tools Design

c) Table Tools View

d) Table Tools Structure

Ans: a

Difficulty: Medium

Section Ref: Modifying Table Layout

21. To \_\_\_\_\_\_\_\_\_\_\_\_\_\_ the rows in a table means to make them all the same width.

a) Align

b) Flip

c) Distribute

d) Finalize

Ans: c

Difficulty: Medium

Section Ref: Modifying Table Layout

22. You can merge cells with the Merge Cells command on the \_\_\_\_\_\_\_\_ tab.

a) Table Tools Design

b) Table Tools View

c) Table Tools Structure

d) Table Tools Layout

Ans: d

Difficulty: Medium

Section Ref: Modifying Table Layout

23. What happens when you merge two cells that both contain text?

a) Text in the rightmost cell is deleted

b) Text in the leftmost cell is deleted

c) Text from both cells appears in the merged cell, separated by a paragraph break

d) Text from both cells appears in the merged cell, separated by a tab character

Ans: c

Difficulty: Medium

Section Ref: Modifying Table Layout

24. Text rotation is also called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

a) Vertical alignment

b) Orientation

c) Horizontal alignment

d) Kerning

Ans: b

Difficulty: Medium

Section Ref: Formatting Tables

25. When choosing text direction, the Stacked option makes text appear:

a) With each letter below the previous one, with no change to each letter's rotation.

b) With each letter below the previous one, with each letter rotated 90 degrees to the right.

c) With each letter below the previous one, with each letter rotated 90 degrees to the left.

d) With each letter upside-down.

Ans: a

Difficulty: Easy

Section Ref: Formatting Tables

26. To apply a quick style to a table, use the Quick Styles gallery on the \_\_\_\_\_\_\_\_\_\_\_\_ tab.

a) Table Tools Design

b) Table Tools View

c) Table Tools Structure

d) Table Tools Layout

Ans: a

Difficulty: Medium

Section Ref: Formatting Tables

27. To turn off banded rows in a table, clear the Banded Rows checkbox on the \_\_\_\_\_\_\_\_\_\_\_ tab.

a) Table Tools Structure

b) Table Tools View

c) Table Tools Design

d) Table Tools Layout

Ans: c

Difficulty: Medium

Section Ref: Formatting Tables

28. To add a picture background to a cell, right-click the cell and click \_\_\_\_\_\_\_\_\_\_\_\_ on the menu that appears.

a) Background

b) Fill

c) Format Shape

d) Picture

Ans: c

Difficulty: Hard

Section Ref: Formatting Tables

29. To stack other objects behind a table, select the object and then on the \_\_\_\_\_\_\_\_\_\_ tab, click Send Backward.

a) Drawing Tools Format

b) Arrange

c) Table Tools Layout

d) Design

Ans: a

Difficulty: Medium

Section Ref: Formatting Tables

True/False

30. By default, a new table fills about half of the content placeholder.

Ans: False

Difficulty: Medium

Section Ref: Creating Tables

31. Before you add a column to the right of an existing column, you must select the entire existing column.

Ans: False

Difficulty: Medium

Section Ref: Modifying Table Layout

32. When you delete rows and columns, the table automatically resizes to account for the removal of the data.

Ans: True

Difficulty: Medium

Section Ref: Modifying Table Layout

33. You must apply a theme color if you are formatting a table background.

Ans: False

Difficulty: Medium

Section Ref: Formatting Tables

34. You can use the Table Background command if the picture you want to insert is already formatted properly for background use.

Ans: True

Difficulty: Hard

Section Ref: Formatting Tables

35. You can create a table from the content placeholder on a Title and Content slide layout.

Ans: True

Difficulty: Easy

Section Ref: Creating Tables

36. You can move table rows and columns with Cut and Paste.

Ans: True

Difficulty: Medium

Section Ref: Modifying Table Layout

Fill-in-the-blank

37. You can find the option to create a table using a grid on the \_\_\_\_\_\_\_\_\_\_ tab.

Ans: Insert

Difficulty: Medium

Section Ref: Creating Tables

38. When first inserted, an Excel worksheet has only \_\_\_\_\_\_\_\_\_\_ cells.

Ans: four

Difficulty: Medium

Section Ref: Inserting a Microsoft Excel Spreadsheet

39. When you create a worksheet on a slide, the worksheet is said to be \_\_\_\_\_\_\_\_\_\_ on the slide.

Ans: embedded

Difficulty: Hard

Section Ref: Inserting a Microsoft Excel Spreadsheet

40. You can use the \_\_\_\_\_\_\_\_\_\_ button on the Home tab to remove a selected row or column.

Ans: Cut

Difficulty: Medium

Section Ref: Modifying Table Layout

41. Use the \_\_\_\_\_\_\_\_\_\_ tool to combine cells so they span multiple columns or rows.

Ans: Merge

Difficulty: Medium

Section Ref: Modifying Table Layout

42. \_\_\_\_\_\_\_\_\_\_ alignment is the default vertical alignment.

Ans: Top

Difficulty: Medium

Section Ref: Formatting Tables

43. Use the \_\_\_\_\_\_\_\_\_\_ button to display a color palette from which you can select theme colors to fill table cells.

Ans: Shading

Difficulty: Medium

Section Ref: Formatting Tables

44. To place a table behind a shape that overlaps it, select the table and then on the Drawing Tools Format tab, click \_\_\_\_\_\_\_\_\_\_ in the Arrange group.

Ans: Send Backward

Difficulty: Medium

Section Ref: Formatting Tables

45. Apply Quick Styles to a table from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab.

Ans: Table Tools Design

Difficulty: Medium

Section Ref: Formatting Tables

46. A \_\_\_\_\_\_\_ is a grid into which you can type text in the individual cells at the intersection of each column and row.

Ans: table

Difficulty: Easy

Section Ref: Creating Tables

47. To draw a table, on the Insert tab, click Table to open the Table menu, and click \_\_\_\_\_\_\_\_\_\_\_.

Ans: Draw Table

Difficulty: Medium

Section Ref: Creating Tables

48. The background fill in each cell of a table is called \_\_\_\_\_\_\_\_\_\_\_\_.

Ans: Shading

Difficulty: Medium

Section Ref: Formatting Tables

49. The outline around each cell of a table is called \_\_\_\_\_\_\_\_\_\_\_\_\_.

Ans: Borders

Difficulty: Medium

Section Ref: Formatting Tables

Short Answer

50. What does the mouse pointer change to when you choose to draw a table?

Ans: pencil pointer

Difficulty: Medium

Section Ref: Creating Tables

51. What group gives you options to change a table’s height and width?

Ans: Table Size

Difficulty: Hard

Section Ref: Creating Tables

52. What dialog box do you have to use to paste Excel data so it maintains a link to the worksheet?

Ans: Paste Special

Difficulty: Medium

Section Ref: Inserting a Microsoft Excel Spreadsheet

53. What dialog box allows you to create formulas, sound files, and Word documents, in addition to worksheets?

Ans: Insert Object

Difficulty: Medium

Section Ref: Creating Tables

54. What tool allows you to make all columns in a table the same width?

Ans: Distribute Columns

Difficulty: Medium

Section Ref: Modifying Table Layout

55. The Rows & Columns group appears on what tab?

Ans: Table Tools Layout

Difficulty: Medium

Section Ref: Modifying Table Layout

56. What group of options allows you to specify which parts of a table receive emphasis?

Ans: Table Style Options

Difficulty: Hard

Section Ref: Formatting Tables

57. What option on the Border menu clears all outlines from cells?

Ans: No Border

Difficulty: Hard

Section Ref: Formatting Tables

58. What tab would you access to apply an effect to a table?

Ans: Table Tools Design

Difficulty: Medium

Section Ref: Formatting Tables

Essay

59. Why would you choose to draw a table?

Ans: The Draw Table pointer allows you to size the table border exactly as you want it and insert rows and columns where needed. This allows for great flexibility and makes it easy to create a table that does not have a regular arrangement of columns and rows.

Difficulty: Medium

Section Ref: Creating Tables

60. How do you move a table on a slide?

Ans: Click once on the table to select it and display its light-blue container border. Drag the table to its new position using the container border.

Difficulty: Medium

Section Ref: Creating Tables

61. When would you choose to insert an Excel object on a slide rather than a PowerPoint table?

Ans: Insert an Excel worksheet if you intend to enter numerical data that you want to manipulate using the kinds of tools and features that Excel offers; for example, if you need to sum or average numerical values or use other Excel functions.

Difficulty: Hard

Section Ref: Inserting a Microsoft Excel Spreadsheet

62. How do you open and close an Excel object?

Ans: To open an Excel worksheet object, double-click the object. To close the object and return to PowerPoint, click outside the worksheet object.

Difficulty: Easy

Section Ref: Inserting a Microsoft Excel Spreadsheet

63. You have forgotten to include in your table a space for a heading that will extend across the three table columns, before the first row of the table. How can you modify the table layout to add your heading?

Ans: Click in the first row of the table, click the Table Tools Layout tab, then click the Insert Above button to insert the new row. Select all three columns, click the Merge button on the Table Tools Layout tab, and then key the heading in the merged cell.

Difficulty: Medium

Section Ref: Modifying Table Layout

64. What happens if you try to move a column by dragging it into another column of a table?

Ans: You will overwrite the existing data in the column with the data you are moving.

Difficulty: Medium

Section Ref: Modifying Table Layout

65. What shape does the pointer take when you rest it on the border between two cells in a table?

Ans: The pointer takes the shape of parallel lines with outward-pointing arrows.

Difficulty: Medium

Section Ref: Modifying Table Layout

66. What information must you supply when you choose to split a cell?

Ans: You must tell PowerPoint how many columns or rows to split the cell into.

Difficulty: Hard

Section Ref: Modifying Table Layout

67. How would you remove all formatting from a table?

Ans: Click anywhere in the table, click the Table Tools Design tab, click the More button in the Table Styles group, and click Clear Table at the bottom of the styles gallery.

Difficulty: Medium

Section Ref: Formatting Tables

68. How is it helpful that the Borders button displays the last border you applied?

Ans: This feature allows you to quickly apply the same border style to additional cells without having to display the border menu again.

Difficulty: Easy

Section Ref: Formatting Tables

69. How could you use diagonal borders in a table?

Ans: Diagonal borders allow you to insert two values in a cell, which can make a table more compact. You could, for instance, insert room rates at a resort for low and high season in a single table cell, or show both yes and no responses in a table listing survey results.

Difficulty: Hard

Section Ref: Formatting Tables

70. What happens if you choose not to tile a picture you have inserted in selected cells?

Ans: The picture will appear in every one of the selected cells.

Difficulty: Hard

Section Ref: Formatting Tables